



# CITY OF SAN ANTONIO

P.O. Box 839966 San Antonio, Texas 78283-3966

November 2, 2001

To All Interested Parties:

The City of San Antonio is soliciting Requests for Qualifications to engage Professional Architectural and/or Landscape Architectural Services in connection with the following project:

## **“Brackenridge Park Rehabilitation-Package B”**

The selection process utilized by the City of San Antonio is a comparative evaluation of the Interest Statements and is based primarily on criteria such as consultant qualification, experience, and quality of service. Additionally, consultant services in the architecture and engineering categories are also evaluated based on compliance with the applicable provisions of the City's Small Business Economic Development Advocacy (SBEDA) Program.

Pursuant to Ordinance #77758, it is the policy of the City of San Antonio to involve qualified small business and local business enterprises to the fullest extent possible in the selection of professional and discretionary contracts. Your interest statement will be evaluated and points given based on the estimated percentage to be provided in the following categories:

Minority Business Enterprise

African-American Owned Business Enterprise

Women-Owned Business Enterprise

Small Business Enterprise

Points are also given if your firm qualifies as a local business. A firm or its subcontractor(s) may qualify in more than one category. A selection committee, headed by the Director of Public Works, will select the consultant for the project based on an individual firm's rank.

For more information concerning the Small Business Economic Development Advocacy Program (SBEDA) process, please contact Grace Luna, SBEDA Manager at 207-3915. Also, the required SBEDA form provides detailed information and definitions concerning the SBEDA process.

Brackenridge Park Rehabilitation-Package B

To inquire about completing an application to have your business certified, contact the South Central Texas Regional Certification Agency at (210) 227-4722.

Please review the attached "Scope of Work" and, if interested, complete the enclosed interest statement and all supporting forms and documents as part of your qualification submittal. **PLEASE PROVIDE FIVE (5) COPIES OF ALL DOCUMENTS SUBMITTED.**

The City of San Antonio currently maintains a limit for Errors and Omissions coverage of \$1,000,000.00. If you are selected for the above project, you will be expected to provide coverage at this level. The new requirements apply to both architects and engineers.

The following forms are included in this packet:

- 1. Interest Statement**
- 2. SBEDA Form 101, Subcontractors List**
- 3. SBEDA Form 117C, Good Faith Effort Plan**
- 4. South Central Texas Regional Certification Agency (SCTRCA) Certification Affidavit**

***It is mandatory that the first three- (3) forms be completed for your submittal to be valid. Any submittals received that do not have the required forms, signatures, and/or do not have the correct number of copies, will be declared non-responsive. It is the responsibility of the Interested Party to notify the sender if any of the above listed forms are not included in this packet.***

The SCTRCA form is required if you are interested in completing an application for certification.

**Please note these forms are now available on the City's web site at [www.sanantonio.gov](http://www.sanantonio.gov).**

Please be advised that the City of San Antonio is not responsible for receipt of submittals past the due date stated in the RFQ. Any submittals not in the **physical receipt** of the Capital Programs office by the stated due date and time will be considered **late** and **will not** be forwarded to the Selection Committee. If you intend to utilize the U.S. Postal Service, it is recommended that you mail your submittals a minimum of two weeks prior to the due date in order to ensure timely delivery.

Page 3

**Brackenridge Park Rehabilitation-Package B**

Per the Post Office, priority mail, generally, takes between one to three business days for delivery, however, there is no guarantee. The Capital Programs office is closed on the weekends and no mail is received during this time.

If you do not wish to be considered, it will not affect your being considered for any future work with the City of San Antonio, nor will it be construed as a lack of interest in performing any services for the City of San Antonio.

**Qualifications and Interest Statements must be received in this office no later than 4:00 p.m., Friday, December 7, 2001, to be considered.** Please mail or deliver to the attention of Sherri L. Rice, Contract Services Manager, City of San Antonio, Capital Programs Management, 114 W. Commerce Street, 5<sup>th</sup> Floor, San Antonio, Texas 78205. Please identify your packages as proposals for the project mentioned above. Failure to properly identify your proposals may result in your firm being omitted from the selection list or rejected for not being received in a timely manner.

Technical questions regarding this project should be addressed to Scott Stover, Parks Design Superintendent, Parks and Recreation Department at (210) 207-2872.

Questions regarding the submittal of the RFQ should be addressed to Evelyn McRae, Special Projects Officer, at (210) 207-4051.

Sincerely,



Sherri L. Rice  
Contract Services Manager  
Capital Programs Division  
Department of Public Works

SLR/ejm

cc:  
File

**Scope of Work  
For  
Brackenridge Park Rehabilitation-Package B**

Architectural and/or Landscape Architectural design firm to lead a multi-disciplinary team for services to include the general rehabilitation of portions of Brackenridge Park including all areas south of Tuleta Street to Mulberry and including park property along North St. Mary's Street. Probable scope of work includes redevelopment of the "wilderness" area with a new park entrance on Broadway; lighting improvements; circulation improvements (vehicular, pedestrian, bicycle); picnic area improvements; River bank stabilization; directional signage and graphics; upgrade to the St. Mary's Street restrooms; drinking fountains; landscape and irrigation improvements.

The Consultant shall be required to attend regular meetings with the Brackenridge Park Project Steering Committee as well as meetings with staff as necessary. Presentations to various City Boards and Commissions will also be necessary.

The Consultant shall be required to coordinate work with other Agencies/Consultants also performing work within this project area, including, but not limited to work being planned at the existing City Nursery Site, along the San Antonio River; and along the Catalpa-Pershing drainage way.

All work performed under this contract shall follow the relevant guidelines and recommendations in the adopted "Master Plan of Brackenridge Park" dated September 1979.

Pursuant to Ordinance #86815, the City of San Antonio has identified this capital project as suitable for unique design enhancement treatment(s), and to involve a qualified consultant(s) to provide these services: The Consultant shall be required to involve two artists already selected for this project by independent means, into their design team. These two selected artists are Susan Budge (210-826-4846) and Ann Wallace (210-222-1435). The lead consultant selected for this project will be contracted to include the services of these two artists.

Estimated Construction cost of \$3,000,000.

## **Small Business Economic Development Advocacy (SBEDA) Policy Requirements**

It is the policy of the City of San Antonio to involve qualified small business and local business enterprises to the greatest extent feasible in the City's professional service and other discretionary contracts. Pursuant to Ordinance #69403, the City of San Antonio, its employees, contractors and subcontractors shall not discriminate on the basis of race, color, religion, national origin, sex, age or handicap in the award and performance of contracts. Violation of this ordinance is a criminal offense and subject to penalty.

On this contract, the City has established the following contracting goals:

Minority-Owned Business Enterprise (MBE):	32.5%
Women-Owned Business Enterprise (WBE):	13.0%
African-American-Owned Business Enterprise (AABE):	2.3%
Small Business Enterprise (SBE):	45.0%

Please note that a business could be classified in each category and therefore their utilization could be counted in each category of goals. For example, Company X submits proposal as a prime contractor for \$250,000 of services of which \$75,000 is subcontracted to Company Z. Company X retains \$175,00 of the contract. Company X is classified as local SBE, and Company Z is certified as a AABE, WBE, MBE and SBE. Goal compliance will be evaluated as follows:

Contract Amount: \$250,000

MBE	\$75,000 or 30%
WBE	\$75,000 or 30%
AABE	\$75,000 or 30%
SBE	\$250,000 or 100%

Company Z's \$75,000 subcontract counts towards MBE/WBE/AABE and SBE goals. Company X's \$175,000 balance counts towards the SBE goal. MBEs and WBEs submitting proposals as a prime contractor may count their status as such towards the appropriate goal. However, compliance with other goals (i.e., AABE, SBE etc.) is required.

Proposals should include a Good Faith Effort Plan (GFEP). The GFEP shall not include specific documentation, as outlined in **SBEDA Form 117C, "Good Faith Effort Plan for Subcontractors and Professional Services" (ATTACHED)**, that demonstrates a commitment by the proposer, to utilize minority and women business enterprises in a percentage which equals or exceeds the above goals. **Any proposal that does not include the GFEP shall be declared non-responsive.**

A firm may count toward the above goals a portion of the total dollar value of a contract with a joint venture equal to the percentage of MBE, WBE, AABE, or SBE participation in the joint venture. The MBE, WBE, or AABE must be responsible for a clearly defined portion of the work to be performed, equal to a share in the ownership, control, management, responsibility, risks, and profits of the joint-venture.

Submittals shall include **SBEDA Form 101 List of Subcontractors (ATTACHED)** which identifies the particular firms to be utilized in performing the contract, specifying for each dollar value of the participation, the type of work to be performed, and such information as may reasonably be required to determine the responsiveness of the submittal. Only companies certified as MBE, WBE or DBE by the South Central Regional Certification Agency (SCTRCA) can be applied towards the contracting goals. If not certified, please contact the SCTRCA at 227-4722. Proof of certification must be submitted utilizing, in part or in whole, a MBE or WBE firm.

### **LOCAL AND DISADVANTAGE BUSINESS ENTERPRISE PERFORMANCE**

Contractors will be evaluated based on the level of Local and Disadvantaged Business Enterprises (DBE) Performance. Credit will be given to submittals as follows:

A. Classification of the team or primary submitter as a local business.

**For Locally Headquartered Businesses:**

Ten percentage (10%) points if the business is headquartered in the corporate limits of the City of San Antonio or the San Antonio Extra-Territorial Jurisdiction (ETJ) for more than one year.

**or**

Four percentage (4%) points if the business is headquartered in Bexar County for more than one year.

**For Local Branch Offices:**

Six percentage (6%) points for a branch office on a non-headquartered business located within the corporate limits of the City of San Antonio or the San Antonio ETJ for more than one year.

**or**

Two percentage (2%) points if the branch office is located in Bexar County for more than one year.

In the cases of joint ventures or subcontractor relationships between local and out-of-town firms, the submittal will be given credit based on the percentage of local participation.

B. Designation of the team or primary submitter as a DBE.

Five percentage (5%) points for disadvantage business enterprises. A business meeting the definition of a DBE shall receive 5 percentage points. In order to receive this designation, a company must be certified as a DBE by the City of San Antonio's SBEDA Office.

In the cases of joint ventures or subcontractor relationships between DBE and non-DBE firms, the submittal will be given credit based on the percentage of DBE participation.

- C. Small Business Economic Development Advocacy policy compliance.  
Five percentage (5%) points for compliance with the Small Business Economic Development Advocacy policy.

Interested contractors are encouraged to contact the Economic Development Department for pertinent information regarding the City's SBEDA Policy. For information call the SBEDA Office at (210) 207-8080, FAX: (210) 207-3909.

# REQUEST FOR QUALIFICATIONS CHECKLIST

All items listed on this checklist must be included and completed or your submittal will be declared non-responsive.

- ☐ Have you made the correct number of copies (See City's Request for Qualifications attached) requested for the following:
  - ☐ Interest Statement
  - ☐ SBEDA Form 101
  - ☐ SBEDA Form 117C
- ☐ Signed all copies of the Interest Statement
- ☐ Signed all copies of the SBEDA Form 101
- ☐ Signed all copies of the SBEDA Form 117C